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Pupils' Handbook

East Intermediate
School



JACKSON, MICHIGAN



Pupils' Handbook

of the

East Intermediate School

Jackson, Michigan



Property of

511/11111111 number 35

Bench number 19.

Name Robert Smith

Address 225 Rose Hill Ave

Session Room 43

OUR SCHOOL

The East Intermediate School is composed of some 800 pupils in grades 7, 8, and 9, and is located on East Michigan Avenue at Page, and draws pupils from all parts of the city east of Grand River.

It is situated upon a double terrace some ten feet above the street, and is landscaped in a most beautiful way with a great variety of shrubs, trees, and flowers. It has been cited as one of the most beautiful exposures to be found anywhere.

The American's Creed

I BELIEVE in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect Union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it; to support its constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

FOREWORD

This handbook has been prepared to aid new pupils. Old students will find it valuable for reference purposes. **KEEP IT.**

In every successfully conducted business, there must be certain rules, regulations, and practices. Schools are no exception to the rule. The information given in this handbook should be very useful in aiding you to adjust yourselves to a new and complex situation.

The East Intermediate School can do most for those pupils who place themselves in full sympathy with all its purposes.

PLEDGE TO OUR FLAG

I pledge allegiance to the flag of the United States of America;

And to the republic for which it stands.

One nation—indivisible, with Liberty and Justice for all.

The above pledge is given by the entire student body at the opening of special periods in the auditorium. Learn it if you do not already know it.

A COURTEOUS E. I. S. STUDENT—

1. Respects the rights and property of others.
2. Awaits his turn in line and does not crowd.
3. Removes his hat upon entering building.
4. Knows that "If you please," "Pardon me," and "Thank you" are marks of refinement and "good breeding."
5. Does not interrupt teacher or pupil, but waits till attention can be given.
6. Takes corrections in good spirit.

A THOUGHT OR TWO

"Lost time is never found again."

Franklin.

"Lost somewhere between sunrise and sunset,

Two golden hours.

Each set with sixty diamond minutes.

No reward offered, as they are lost forever."

LOCATION OF ROOMS

FIRST FLOOR

Boys' Locker Room, west.
Girls' Locker Room, west.
Pool, west.
Lunch Room, center.
Wood Shop, center.
Lathe Room, center.
Men's Rest Room, east.
Auditorium, east.
Print Shop, east.
Typewriting, east.
Bookkeeping, east.
Home Room 26, east and north.
Recitation Room 29, east and north.
Art Room 27, east and north.
Home Room 28, east and north.

SECOND FLOOR

Home Room 35, west.
Boys' Gym, west.
Girls' Gym, center.
Home Room 39, center.
Principal's office, center.
Clerk's office, center.
Counselor's office, center.
Women teachers' rest room, center.
Home Room 42, east.
Home Room 43, east.
Home Room 44, east.
Room 45, east and north.
Home Room 46, east and north.
Home Room 47, east and north.
Home Room 48, east and north.
Balcony to Auditorium, east. .

THIRD FLOOR

Balcony to Boys' Gym, west.
Balcony to Girls' Gym, center.
Home Room 55, west.
Laundry, west.
Sewing, center.
Housekeeping rooms, center.
Home Room 58, center.
Cooking, center.
Home Room 61, east center.
Mechanical Drawing, center.
Home Room 62, east.
Home Room 63, east.
Home Room 64, east.
Room 65, east and north.
Home Room 66, east.
Home Room 67, east and north.
Home Room 68, east and north.

FACULTY

PERCY HOWE, Principal.
MR. HOXIE, Counselor.
MR. SAGE, Industrial Arts.
MR. ROE, Industrial Arts.
MISS STEGER, Arts and Crafts.
MRS. EBERLY, Music.
MISS RAMSEY, Cafeteria.
MR. HARRIS, Commercial
MRS. GIBBONS, Commercial.
MR. HOXIE, History.
MR. BAILEY, Geography.
MISS BEACH, Civics.
MISS CHURCH, English.
MISS HANKARD, English.

MISS MITCHELL, English.
MR. FENTON, Printing
MISS GAUT, Physical Education.
MR. MACKAY, Physical Education.
MISS YAKELEY, Clothing.
MISS CLYNE, Latin.
MISS HELMER, English and Mathematics.
MISS MARANTETT, Algebra.
MR. GOSPILL, Mathematics.
MR. WATTERS, History and Mathematics.
MR. HAZZARD, Science.
MR. SMITH, Violin.
MR. WOLCOTT, Wind Instruments.
MISS WARDROPER, Piano.
----- Foods.
MRS. SMITH, Clerk.

TIME SCHEDULE

A.M.

8.00 Teachers' tardy bell
8.15 Pupils' tardy bell
8.20 First period begins
9.14 Second period begins
10.08 Third period begins
11.02 Fourth period begins

P. M.

12.45 Teachers' tardy bell
1.00 Pupils' tardy bell
1.05 Fifth period begins
1.59 Sixth period begins
2.53 Activities per. begins
3.35 Dismissal

Note: All pupils must be in their respective class rooms or study hall four minutes after the passing of the classes, when the tardy bells sound.

TARDINESS

It should be seldom necessary for a pupil to be tardy. All common excuses for tardiness, such as "clock was slow," "Did not get started in time," etc., will be considered "N. G." and the following penalties will be applied:

First time means 35 minutes after school.

Second time means 70 minutes after school.

Third time means 140 minutes after school and an explanation to the principal, who may send the pupil home for an explanation from the parents.

ABSENCE

A pupil having been absent, must present an excuse written by his or her parents, to the session room teacher upon return to school. This excuse must show date and state cause of absence. The state law requires all pupils to be in school regularly unless sickness or other non-preventable conditions make it impossible.

An absence caused by illness or other non-preventable conditions will be considered satisfactory and the regular excuse blank admitting pupil to classes will be marked "O. K." All other absences will be considered "N. G." (not good) and pupil will be required to make up time lost after school.

TRAFFIC RULES

Enter and leave the building by the door nearest your home room. When classes are passing, the northeast stairs are used for "down traffic" only; the southeast stairs for "up and down traffic" and the west stairs for "up and down" traffic. On all three floors use the west stairs for all classes that meet in

rooms west of Principal's office. At all times you are to keep on the right hand side of hall and not attract attention.

At dismissal, pupil may go down the stairs most convenient.

SCHOOL AUTHORITY

Remember that you are under school authority from the time you leave home till you return home again, and that you will be held responsible for your conduct coming to school and going home from school as strictly as at school.

SCHOOL REGULATIONS

Enter and leave the building by door nearest your home room.

Always keep to right in hall Never move faster than a walk in the building.

Unless detained by some teacher, leave the building and grounds immediately after dismissal — no loitering.

Pupils are to be out of the building during the noon period after lunch, except upon stormy days and during the winter weather, when they will be allowed to enter balcony of Boys' Gym by way of the west door and watch game. These games are under student control, which permits lots of fun but no disorder.

LOST AND FOUND

A "Lost and Found" department is operated at the Ticket Window under direction of Student Council. All found articles should be left there and lost articles may be inquired for there. Such articles as pencils, erasers, etc., are sold there.

DO

1. See that your name and home room appear in all your books.

2. Mark all gymnasium and swimming equipment plainly so you can identify it easily.
3. Bring all found articles to the office and call there for lost articles.
4. Start for school in time to arrive ten minutes before the last bell, thus avoiding tardiness.

DO NOT:

1. Leave money or valuables in desks or coats—leave with teachers.
2. Deface or mar or damage school property, or you will be asked to refinish or pay for damage done.
3. Snowball while on premises or bother others with snowballs while going to and from school.
4. Misplace or lose excuse slip, as you must apply at office for duplicate and stand penalty.

STUDY HELPS

1. Pay careful attention to the assignment of lesson. Mark it in book or get it down on paper.
2. Study independently. Ask for help only when necessary.
3. Study assignment as soon after it is made as possible, reviewing before going to class.
4. Constant reviews do more to fix the subject in mind than anything else.
5. Hunt for key words, phrases, and sentences, and master the full meaning of these. Make a brief outline of the important points and review these often.
6. Attempt to answer to yourself every question asked in class.
7. Strive to excel. Do not be content to "get by". Remember, each time you do not do your best you are cheating yourself.
8. Learn to use all material aids available—index, appendix, notes, vocabulary, maps, illustrations and reference books in the library.

SCHOOL COUNSELOR

The school counselor is one to whom any pupil in the school may feel free to go with problems and difficulties of any nature for the purpose of getting valuable opinions on guidance. With your interests and success at heart, he will help you solve and overcome your difficulties and weaknesses, helping you to become a stronger and happier individual. Inability to "get along" with others, misunderstandings with teachers, failure in school work, home problems, elections of Intermediate and High School courses, getting jobs, granting and refusal of working permits and transfer to vocational school are among the numerous problems for solution in private conference with the counselor. Organized group guidance concerning pupil's present and future needs is given in the 8B "Life Career" or occupation classes and also in the 9A Civics and Guidance classes.

Make the acquaintance of the counselor as soon as possible; he is anxious to help you.

PHYSICAL EDUCATION

The building of sound, healthy bodies is one of the chief aims in education. To accomplish this end much attention is given pupils individually and en masse. All pupils are examined by the school physician, advice given, home calls made by school nurse and remedies applied through the school mental clinic, dental clinic, eye clinic. Open Air school, school for crippled children, the Oral school, and through the general practice at Foote Hospital.

ATHLETICS

The basic aim of East Intermediate School is to give recreation and health to the entire student body rather than the training of a few in the "school teams."

We do have our school team and play a regular schedule with other schools, but the greater emphasis is placed upon the several "leagues" that are formed throughout the year and in which many take part. These include playground ball, basket ball, swimming meets, tumbling teams, etc.

SWIMMING AND GYMNASIUM

Gymnasium but not Pool is required, unless excused in the regular way through written statement from the family physician. Regulation gym equipment is required of all.

"Every pupil a swimmer" is the aim of the swimming teachers and this aim is achieved in almost every case where physical disability does not prevent.

AUDITORIUM

The auditorium period which comes once each week is a pleasant and profitable period that breaks the routine of school work. A variety of programs is given including movies, historical, industrial and recreational; speeches, special day programs, concerts, programs sponsored by the Departments of Music and Dramatics, etc.

Four minutes are given for all pupils to find their places in the auditorium, and to be perfectly quiet before the tardy bell rings.

The entire student body rises, upon the sounding of the tardy signal, and gives the Pledge to the Flag.

LUNCH ROOM

In the Lunch Room you may buy all or part of your lunch at very reasonable prices, as shown on the menu board at entrance to lunch room. You may bring all your lunch from home, if you wish. Every pupil is to show proper courtesy by taking his or her place at the end of the lunch line and under no circumstances to

step in front of another pupil or invite a friend to step in front of you. A special line is formed to accommodate pupils in noon activities, as well as the faculty. Lunch is prepared by regular classes in Cafeteria management, under the direction of the Cafeteria teacher.

FIRE DRILLS

Twice the first month of each semester, and once a month therefore, fire drills will be conducted under the following conditions:

First, a continuous fire gong will be the signal.

Second, pupils will remain seated till given directions by teachers.

Third, absolutely no communication while going out of the building.

Fourth, move rapidly but in perfect order, head ones holding doors open till all are out; teachers to accompany pupils, except as directed otherwise. Carry no books, coats, etc., with you.

PROMOTION

Promotion is by subject, thus making it possible to adjust the pupil's load to his ability. In general, all required subjects must be passed before a pupil is classified into High School.

To be classified as 7A you must have 25 points of credit; as 8B, 50 points; as 8A, 75 points; as 9B, 100 points; as 9A, 125 points. To go to High School you should have all required work done and 160 points of credit earned.

REPORT CARDS

Report cards go home to parents for their study and signature three times each semester. Do not lose these and return them on the next day. These report cards are carefully examined by Principal, Counselor,

and Session Room Teachers and adjustments made in pupils' programs accordingly.

AWARDS

We have a very good system of awards that is intended to stimulate activity in (a) Scholarship, (b) Home Room, (c) Athletics, and (d) Citizenship.

HONOR CERTIFICATES

"A" certificates 85 points

"B" certificates—70 points

NOTE: No student is eligible for either Honor Roll who has "E" in any academic subject or less than "C" in Home Room mark. Since Physical Education is marked only at the end of the semester, this does not count toward Honor Rolls.

HONOR PINS

Requirements for 6-Semester Students

Gold pin—Total of 1530 points (average of 85 points per marking period).

Silver pin—Total of 1230 points (average of $68\frac{1}{3}$ per marking period).

Bronze pin—Total of 1020 points (average of $56\frac{2}{3}$ per marking period).

NOTE: (1) Pins shall be awarded at the end of the 9A semester as an appropriate culmination of the intermediate school work.

(2) Only those points earned on Scholarship certificates may be counted toward Scholarship Pins.

(3) Points for pins must be earned in six semesters, (18 report card periods) with two exceptions as follows:

(a) Students who go to high school in five semesters, that have met the requirements for six-semester students, are eligible for pins.

(b) Students from parochial, district, or any other

school, who transfer to this school at the beginning of 9-B grade. Such students may be awarded pins at the end of two semesters (six report periods) according to the following schedule:

Requirements for Students Here for Ninth Grade Only

Gold pin, 510 points (average, 85).

Silver pin, 440 points (average, $73\frac{1}{3}$).

Bronze pin, 370 points (average, $61\frac{2}{3}$).

HONOR ROLL VACATIONS

Any student who has earned three "A" certificates in one semester is entitled to a vacation of one whole day.

Any student who has earned three "B" or any combination of "A" and "B" certificates, may take a vacation of one half day.

HOME ROOM AWARDS

A Home Room Award Record Card is kept up to date showing the standing of each home room in the matter of (a) Attendance, (b) Punctuality, (c) Scholarship, and is posted on the inside of each home room door. Gold, blue and red stars are used in each of the above to indicate the position of the home room, as follows:

For Attendance: Stars are awarded each six weeks, gold stars for the five highest room; blue stars for the next five highest rooms; red stars for the next five highest rooms and no stars for the four lowest rooms.

For Punctuality (Tardiness): Stars are awarded monthly as follows:

(a) A gold star to each room having no tardiness for the month.

(b) A blue star to each room having only two cases of tardiness for the month.

(c) A red star for each room having four cases of tardiness for the month.

(d) No star to a room having more than four cases of tardiness during the month.

For Home Room Scholarship: Stars are awarded here at the end of each Report Card period on the basis of the number of pupils receiving E's in each room as follows:

(a) Gold star for best five rooms.

(b) Blue star for next five rooms.

(c) Red star for next five rooms.

(d) No star for poorest four rooms.

General Award: At the end of each semester these award cards from all the home rooms are collected by the Home Room Awards Committee who total up all the stars earned by each home room and award the large gold seal of the school to the room showing the best combined report on thrift, punctuality, tardiness, and scholarship.

CITIZENSHIP AWARDS

In order to encourage endeavor on the part of all pupils in the matter of Character, Culture and Citizenship throughout the entire school, and especially to promote pupil activity and responsibility in connection with all that is done in the home room, Citizenship Awards are made at end of each semester.

The first of these awards consists of a Citizenship Certificate in school colors green and white, to be given the ten or fewer pupils in each home room who have the highest Citizenship rating. The number of certificates to be given in any home room is one for each five pupils or major fraction thereof.

Cooperation and participation in all home room ac-

tivities, especially the weekly home room program, are to count about one-half in estimating a pupil's eligibility for a certificate. The other half will take into account the pupil's activities and deportment in other parts of the school.

ATHLETIC AWARDS

We have two systems of athletic awards, i. e., one for the intramural leagues and one for the school team.

For the Intramural Leagues: Our nineteen home rooms are divided into seventh grade league, eighth grade league and ninth grade league. Schedules are arranged for Basket Ball, Volley Ball and Playground ball for both boys and girls. These games take place at noon. A championship banner in our school colors, green and white, is awarded the winning team, both boys and girls, in each of the three leagues. These banners are kept until some other room wins one or both in each league.

For First Team: Each pupil who wins a place on any of the "Varsity" teams is given a block "E" in two colors, green and white.

THE EAST WIND

The school paper has been reorganized and given a new name, the East Wind. It is under the immediate direction of faculty sponsors and an editorial staff assisted by the Press Club. This is our school paper and we should make it the best possible. Each home room strives for the honor of 100 per cent subscription.

THE ACTIVITIES PERIOD

This period comes each day from 2:53 to 3:35 and is used for several purposes:

Monday—All pupils and all teachers are in clubs.

Tuesday—Student Committees and Student Help.

Wednesday—Home Room Period.

Thursday—Faculty Meeting and Special Help Period.

Friday—General Assembly.

The above arrangement makes it possible to carry on the many activities of the school without disturbing the program of regular classes.

SCHOOL CLUBS

All teachers and pupils are members of some school club. The purpose of school clubs includes:

- (a) The train in the wise use of leisure time.
- (b) To increase interest in school.
- (c) To widen and explore pupils' interest in way not offered in other forms of school activities.
- (d) To afford pupil-teacher contact different from that of the class room.

A variety of clubs are offered each semester and pupils are given first, second and third choices. A club committee of the faculty arranges pupils into clubs and has general oversight of the club program, including transfers, etc.

The following clubs were offered during the second semester, 1930-31:

Girl Reserves	Stamp Club
Girl Scout	Ukelele
Boy Scouts	Checkers Club
Fancy Work Club	Toy Club
Swimming Club	Staff Club
Travel Club	Story Hour Clubs
Bird Club	Art Club
Library Club	Leadership Club
Study Club	Music Club
Harmonica Band	Dramatics Club
Sport Club	Opera Club

Clubs meet on Monday from 2:53 to 3:35.

HOME ROOMS

The home room is the unit of our school organization and stand first in importance. The members in a home room live as one large family and every member is interested in the success and welfare of every other member as well as that of the room as a whole. Through the home room the principal makes his greatest and most immediate contact with the student body. Here the home room teacher comes to know you better, to know your home life, your problem, your troubles, and is in a position to give you friendly counsel and guidance. Here, in the home room, working as one big family, pupils learn valuable lessons in leadership, cooperation, loyalty, self-control, and self-respect. Pupils also learn manners, thoughtfulness, cleanliness, punctuality, obedience, honesty, truthfulness and responsibility. As a part of our Activities program, a Home Room Period is held once a week, conducted largely by pupils, who arrange programs, assisted by the home room teacher, in which all the above qualities are sought by the pupils taking part freely.

LIBRARY BOOKS AND MAGAZINES

Most of the reference books are kept in the rooms or departments in charge of the several departments of work, i. e., History and Biography in History rooms, English in English rooms. Geography in Geography rooms, etc.

Dictionaries are found in all home rooms, as well as in the study hall. Most sets of encyclopedias are in study hall.

Also in the study hall will be found a splendid array of the books that boys and girls like best. These, together with some dozen magazines best suited to pupils of intermediate age, also found in study hall may

be used during study periods, when pupils find time for such.

INTRAMURAL PROGRAM

To promote interest in school and health in the pupils, a program of sports is conducted throughout the school year in the form of seventh grade, eighth grade and ninth grade leagues for both boys and girls in each sport. A schedule is posted for each league and the winning home room in each league is awarded a green and white championship banner which it keeps as long as it successfully defends it. These games, played at noon in both gymnasiums and on the playground, afford an abundance of wholesome rivalry, create home room loyalty, develop material for our school teams and are a pronounced influence in character building. The banners are nice and are earnestly sought by all home rooms.

VIOLIN

Pupils desiring private lessons, or group lessons, in violin have an excellent opportunity to secure them within school hours at little expense from Mr. Smith. The price per lesson is very small.

If you wish to get into the orchestra and have had no training on violin, this is a fine chance to get started. See Mrs. Smith at the office about placing this into your program. This carries one point of credit.

PIANO

Pupils desiring to take piano lessons within school time may do so. Lessons are given in the auditorium under the direction of Miss Wardroper. See Mrs. Smith about placing this into your program. This also carries one point of credit.

WIND INSTRUMENTS

Pupils desiring to take lessons within school time on any wind instrument, saxophone, clarinet, horns,

etc., may do so at little expense under Mr. Wolcott. See Mrs. Smith about placing these into your program. One point of credit is given.

BOOK CENSUS

Pupils should have all books and school supplies by the second two days of school. You will not be allowed to delay in getting these. At the end of the first week of school each semester a "Book Census" will be taken by the teacher in every class, and any pupil without a book will be asked to explain and may be required to present the missing book before re-entering the class.

TELEPHONES

Telephones are for school use only. Teachers are not to be called to the phone during school hours except in cases of urgent necessity. Pupils **should not** ask to use the phone, unless **very necessary**.

VISITORS WELCOMED

Every day is Visitors' day at the East Intermediate School, and parents especially are urged to come.

Two classes of visitors are not desired, small children and pupils in high school. The latter may see teachers after school or by special permission from office if necessary.

E. I. S. (Stein Song)

Sing a song to E. I. S..

Sing till the rafters ring,

Stand and sing a song once again,

Let every loyal Eastie sing.

Then sing to all happy hours,

Sing to the carefree days,

Sing a song to Alma Mater,

The school that we will love always.

To the boys! To the girls!

To the youth in its glorious happiness.

To the work! To the play!

To the life that is moving and calling us.

To the team! To the team!

To the boys who will carry our school to fame.

To the school! To the school!

To the place where the students are always game.

SCHOOL SONG

E.—I.—S.—down the field,

Never yield, raise high your shield.

March on to victory for E.—I.—S.

And the Green and White.

Oh! E. I. S. we're for you,

Here for you, to cheer for you,

We have no fear for you,

Oh!—E.—I.—S.

E. I. S. School Song.

1. E. I. S. to us so dear,
E. I. S. through all the years,
May we be to you so true,
True to Alma Mater.

Chorus:

Then to old E. I. S., all hail to you,
A friend to all—a friend true blue—
May you stand through all the years
For all that's good and true.

2. Your colors fill our hearts with pride—
The white so pure—the green so bright—
We'll proudly wave them to the skies
And loudly raise our voices.

Chorus:

Then to old E. I. S., all hail to you,
A friend to all— a friend true blue—
May you stand through all the years
For all that's good and true.

3. We love your work—we love your games,
The various sports that bring you fame,
The faculty whose worthy aim
Leads us onward—upward.

Chorus:

Then to old E. I. S. again all hail,
Our faith in you will never fail;
May success be always yours.
Once more we say, all hail!

